



# County of Los Angeles **CHIEF EXECUTIVE OFFICE**

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DAVID E. JANSSEN  
Chief Executive Officer

July 17, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS: AS-NEEDED ENVIRONMENTAL  
LABORATORY SERVICES  
ALL SUPERVISORIAL DISTRICTS  
3 VOTES**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the contract work is exempt from the provisions of the California Environmental Quality Act.
2. Award the contracts for As-Needed Environmental Laboratory Services in an annual aggregate sum not-to-exceed \$1,500,000 to American Environmental Testing Laboratory, Inc., located in Burbank, California, and to Sierra Analytical Labs, Inc., located in Laguna Hills, California. These contracts will be for a term of two years commencing on August 3, 2007, with three 1-year renewal options, not-to-exceed a total of five years.
3. Authorize Public Works to annually expend up to an additional 25 percent of the annual contract sum for unforeseen, additional work within the scope of work of the contract, if required.
4. Authorize the Director of Public Works to execute and to renew these contracts for each additional renewal option if, in the opinion of the Director, the contractors have satisfactorily performed during the previous contract period and the services are still required; to approve contractor's entity change in accordance with the Board's policy on contractor mergers/acquisitions; to approve and execute amendments to incorporate

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Fifth District

necessary changes within the scope of work; and to suspend work under either or both of the contracts if, in the opinion of the Director, it is in the best interest of the County to do so.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

These contracts are for as-needed stationary and/or mobile laboratory services for environmental soil and/or groundwater testing at various County sites. The work to be performed will consist of sampling and analyzing drinking water, wastewater, groundwater, stormwater runoff, hazardous waste, and soils including organic and inorganic testing. Public Works has contracted for these services since 1997. The purpose of this action is to continue contracting for these services.

The contractors have the specific resources including equipment, instrumentation, trained personnel, and systems to provide comprehensive and responsive analytical laboratory support. These contractors are certified by the California Department of Health Services as environmental testing laboratories, and each has a mobile laboratory capable of meeting our field testing requirements.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs that we provide Service Excellence (Goal 1) and Organizational Effectiveness (Goal 3) by having contractors that have the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner.

### **FISCAL IMPACT/FINANCING**

There will be no impact on net County cost. The contracts are for an aggregate annual amount not-to-exceed \$1,500,000 plus 25 percent for unforeseen, additional work within the scope of the contracts. This amount is based on Public Works' estimated annual cost to perform these as-needed services. Should additional work be required that exceeds the amount authorized, approval of additional funds will be sought.

Financing for these services is included in various Public Works' Fiscal Year 2007-08 Funds. Funds to finance the contracts' renewal years will be made through Public Works' annual budget process. When the need arises for services under these contracts, we will finance the requested services from the appropriate fund source. Total annual expenditures for these services, however, will not exceed the annual contract amount approved by your Board, and no services will be ordered without the funding authorization of Public Works' Financial Management Branch.

These contracts do not allow for a cost-of-living adjustment for the optional years.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The recommended contractors are American Environmental Testing Laboratory, Inc., (AETL), located in Burbank, California, and Sierra Analytical Labs, Inc., located in Laguna Hills, California. These contracts will commence on August 3, 2007, for a term of two years. With the Board's delegated authority, the Director may renew these contracts with three 1-year renewal options for a total contract period not-to-exceed five years.

Prior to the Director executing the agreements, which will be substantially similar to Attachment A, the contractors will sign and County Counsel will review them as to form.

The recommended contractors are in compliance with the Board, Chief Executive Officer, and County Counsel requirements.

The Director may approve mergers, acquisitions, and other changes of form of entity or assignment in accordance with Board Policy 9.041, Evaluation of Vendors/Contractors Engaged in Mergers or Acquisitions.

These contracts contain terms and conditions supporting Board-sponsored policies, such as contractor responsibility and debarment, jury service requirements, the Safely Surrendered Baby Law, and charitable activities compliance.

Proof of the required Comprehensive General and Automobile Liability insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractor before any work is assigned.

As requested by your Board, the contractors have submitted a safety record that reflects its past activities have been conducted according to reasonable standards of safety.

In accordance with the Chief Administrative Officer's June 15, 2001, instructions, this is Public Works' assurance that these contractors will not be requested to perform services that will exceed the contract's approved amount, scope of work, and/or terms.

## **ENVIRONMENTAL DOCUMENTATION**

These services are exempt from California Environmental Quality (CEQA) pursuant to Section 15309 of the State CEQA Guidelines.

## **CONTRACTING PROCESS**

On March 13, 2007, Public Works solicited proposals from 106 independent contractors and community business enterprises to accomplish this work. Also, a notice of the Request for Proposals (RFP) was placed on the County's bid website (Attachment B), and an advertisement was placed in the *Los Angeles Times*.

Pursuant to the applicable memorandum of understanding, the RFP for these contracted services was submitted on March 12, 2007, to the appropriate union for review. The union has not asked to meet with Public Works regarding this solicitation.

On April 10, 2007, two proposals were received. The proposals were first reviewed to ensure they met the mandatory requirements outlined in the RFP. The proposals, having met these requirements, were then evaluated by an evaluation committee consisting of Public Works staff. The committee's evaluation was based on criteria described in the RFP, which included the price, references, equipment, supervision and personnel, on-site inspection of the stationary lab, and mobile lab inspection. Based on this evaluation, it is recommended that these contracts be awarded to the both highly rated, responsive, and responsible proposers, AETL, located in Burbank, California, and Sierra Analytical Labs, Inc., located in Laguna Hills, California.

Attachment C reflects the proposers' minority participation. The contractors were selected upon final analysis and consideration without regard to race, creed, gender, or color.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contracts, which are for services required on an as-needed and intermittent basis; hence, these contracts are not Proposition A contracts (Los Angeles County Code Chapter 2.121).

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

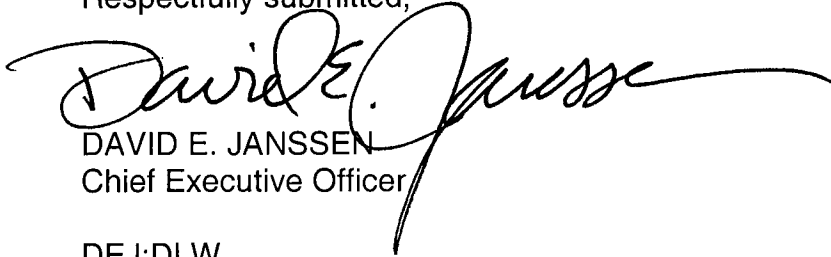
The award of these contracts will not result in the displacement of any County employees.

The Honorable Board of Supervisors  
July 17, 2007  
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**CONCLUSION**

Please return one adopted copy of this letter to the Department of Public Works,  
Administrative Services Division.

Respectfully submitted,

A handwritten signature in black ink, reading "David E. Janssen", with a long horizontal flourish extending to the right.

DAVID E. JANSSEN  
Chief Executive Officer

DEJ:DLW  
GZ:dw

Attachments (3)

c: County Counsel  
Department of Public Works (Geotechnical and Materials Engineering)